

Department of Planning and  
Community Services  
5440 Fulton Industrial Blvd.  
Atlanta, Georgia 30336  
Telephone 404-612-7800



Randy Beck  
Director

Dear Citizen/Customer:

The following items are required for zoning certification on properties located within Unincorporated Fulton County only:

1. A letter of request to the Department of Environment & Community Development, Attn: Kathleen Phipps, 5400 Fulton Industrial Blvd, Atlanta, GA 30336
2. A written legal description of the subject property
3. A survey or site plan
4. A processing fee of \$40.00 is assessed for each request. (Note: On checks, please provide the full address in lieu of P.O. Box #, telephone number, and have the signatory's name printed above the signature. We also accept credit card payments.)

The letter should specifically state the address/parcel identification number for referencing.

Our turnaround time is 3 to 5 business days. Your request will be forwarded by first class mail. If you have any questions, please contact Kathleen Phipps ([Kathleen.Phipps@fultoncountyga.gov](mailto:Kathleen.Phipps@fultoncountyga.gov)) at 404-612-7815 or Dana Gray ([Dana.Gray@fultoncountyga.gov](mailto:Dana.Gray@fultoncountyga.gov)) at 404-612-7832.

Note: The Fulton County Legal Department has advised the Department of Planning and Community Services to limit all requests for zoning certification to the certification of the zoning district only. Further information regarding the zoning can be obtained from the "Zoning Resolution" or by reviewing the zoning case files which are public record.